



**King County**  
**ADMINISTRATOR I**  
**DEPARTMENT OF TRANSPORTATION - TRANSIT DIVISION**  
**SALES AND CUSTOMER SERVICES SECTION**  
**Hourly Rate Range: \$22.35 - \$28.33**  
**Job Announcement: 06RC5884**  
**OPEN: 4/17/06      CLOSE: 4/24/06 (extended date)**

**WHO MAY APPLY:** This position is open to the general public. **\*\*NOTE:** This is a REPOSTING. If you have already applied for this position, you may not resubmit your application materials.

**WHERE TO APPLY:** Required forms and materials must be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street. Application materials must be received **by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Ralph Cady at (206) 263-4782 or by email at [ralph.cady@metrokc.gov](mailto:ralph.cady@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified above will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form and data sheet](#), résumé, letter of interest describing your interest in the position and how you meet or exceed the stated requirements, and answers to the supplemental questionnaire attached to the end of this job announcement are required.

**WORK LOCATION:** King Street Center, 201 S. Jackson St., Seattle

**WORK SCHEDULE:** The workweek is normally Monday through Friday, 8:00 a.m. to 5:00 p.m. The position is subject to Fair Labor Standards Act regulations and is therefore eligible for overtime pay if scheduled.

**PRIMARY JOB DUTIES INCLUDE:** Oversees and provides administrative responsibilities in support of the manager and staff in Sales & Customer Services. Performs advanced level of support requiring independence, confidentiality, judgment and initiative. In addition, this position will perform data collection and analysis of financial information, the monitoring and tracking of project information, and assist with the reporting and management of the sections' work activities, performance indicators and employee data. Duties include:

- Develop, coordinate and support administrative projects for entire section.
- Assist in collecting data for assigned research projects; prepares summary reports of analysis
- Monitor specific budget items and collect data for section budget reporting. Analyze budget expenditures in the financial system and reconcile discrepancies.
- Provide information to management and staff on administrative policies and procedures
- Assists in the development and/or revisions to administrative systems within work group.
- Develops monitoring systems to support work activities.
- Responsible for immediate group's payroll and accounts payable operations, including budget charge coding and tracking by project; budget charge reconciliation for multiple projects in Oracle.
- Orders various necessary supplies, including supplies for copier. Coordinates and implements purchasing procedures for larger purchases, in coordination with Purchasing Department.
- Track section project deadlines for mailings, contracts and meetings, research and assemble related documentation to internal and external customers.

- May perform administration and monitoring of work performed by Section's Administrative Specialists.
- Organizes special meetings, facility reservations, materials development and equipment needed.
- Reviews and edits correspondence drafted for Section Manager, the General Manager, Department Director, or Executive Director's signature.
- Organizes travel packages and training requisitions for various section staff.

**QUALIFICATIONS:** Three years of senior level secretarial or comparable administrative support experience is required. Additional qualifications:

- Knowledge of office management practices; proper English usage, punctuation, grammar and sentence structure; knowledge of correspondence standards. Ability to edit correspondence for tone and other standards of signatory.
- Knowledge of filing systems and the skills to maintain them.
- Knowledge of financial principles and practices.
- Ability to maintain current knowledge of the division's functions, goals, major projects, and policies and procedures governing work performed and respond to or direct inquiries to the appropriate individual.
- Skill in using word processing software to prepare documents and reports; proficiency in Word and Windows. Good rudimentary skills in Excel. Experience with Access, financial accounting software such as Oracle (IBIS) and human resources information systems such as PeopleSoft desirable.
- Demonstrated ability to establish and maintain effective working relationships with co-workers, public and private sector officials, and the general public; ability to deal with others with tact, diplomacy and courtesy.
- Demonstrated ability to propose, develop and implement administrative process improvements.
- Ability to exercise good judgment.
- Ability to maintain confidentiality of sensitive information.
- Ability to understand and execute complex oral and written instructions.
- Ability to work independently on assigned tasks with minimal or no guidance.

**NECESSARY SPECIAL REQUIREMENTS:** Valid Washington State driver's license or the ability to travel throughout the county in a timely manner.

**SELECTION PROCESS:** Applications will be screened for clarity and completeness. Competitive applicants may be invited to participate in a panel interview, skills testing and/or written exercise. Finalists may interview with the manager.

**UNION MEMBERSHIP:** This position is not represented by a union.

**CLASS CODE: 2810100**

**Supplemental Questionnaire  
Administrator I  
Job Announcement No. 06RC5884**

The following questions address important elements of this position, and the information you provide will help determine your eligibility for further consideration. Please limit your responses to no more than one typed page per question. Attach all sheets to your application materials.

1. Describe how you have demonstrated your ability to prepare summary reports of financial, budget, performance indicators or other detailed numerical data.
2. Describe how you have demonstrated your ability to edit correspondence for tone and other signatory standards, as well as for grammatical and spelling accuracy.
3. Describe how you have demonstrated your ability to manage projects.
4. Describe how you have demonstrated your ability to understand and execute complex oral instructions.
5. Describe how you have demonstrated your ability to propose, develop and implement administrative process improvements.
6. Describe your experience with Word, Excel, and Outlook. Include information demonstrating your ability to produce spreadsheets and export information from one MS Office application to another.